

# Telecom FAQ for Annual Registration and Reporting

## **1. I represent or am a telecom company; do I need to sign up in IUB 24/7 to file an annual report or to register with the Iowa Utilities Board?**

Yes. See the [IUB 24/7 FAQ](#) that covers general topics on how to sign up for IUB 24/7.

Telecommunications companies will not have an annual report form or registration form separate from their company record. The company record now contains that information that was previously entered on the TC-1 form and filed in the REG docket, but this single record now evidences compliance with both requirements.

As telecommunications companies register a company in IUB 24/7, they will also be submitting the required information for their annual report. Please see the IUB website's page on [telecommunications registration](#).

## **2. What regulatory compliance processes are being moved into IUB 24/7 for telecommunications providers in Iowa?**

Telecommunications companies doing business in Iowa that have a requirement to report to the IUB should expect to sign up and create a company record in IUB 24/7. New companies registering under Iowa Code 476.95A will complete their registration via IUB 24/7. In addition, all telecom companies will update their company record annually in lieu of submitting an annual report.

Note: At this time, all other compliance requirements should be made through EFS ([efs.iowa.gov](https://efs.iowa.gov)). The TC-1 (formally LEC and IXC) annual report form no longer exists and does not need to be filed in EFS.

## **3. What is the deadline for completing my company record in order to be in compliance with the IUB's annual reporting requirements? Will there be an extension of the deadline?**

Per Iowa Administrative Code rules, you must complete the utility annual report by April 1 of each year. This will also require you to review and update your company record by April 1 of each year. To request an extension, your company would need to file a waiver request to the IUB in EFS in your company's M-docket.

## **4. How do I know if I need to sign up in IUB 24/7?**

Any company with a regulatory relationship with the IUB needs to sign up in IUB 24/7. If the company needs to file in EFS, submit applications, submit utility annual reports, or in general do business with the IUB, it must sign up the company in IUB 24/7 to receive an IUB company number to maintain company contact information, for IUB billing purposes, and to file in dockets in EFS.

## **5. I am a company consultant; can I sign up and manage a company record on behalf of my company?**

Yes. A company access request can be submitted in IUB 24/7 to be attached to the company that you need to manage. If you need to be connected to a number of companies, please send an email to [ITSupport@iub.iowa.gov](mailto:ITSupport@iub.iowa.gov) to be provided access. There is also a Consultant Guide in the User Resources section in IUB 24/7.

## **6. How often do I need to update information in my company record?**

If you have a change in corporate structure that affects IUB reporting or if company contact information changes, please update the company record in IUB 24/7. Registration and annual report information only needs to be updated once a year.

## **7. How do I make a revision to my annual report or revenue information?**

Companies with separate annual reports (all non-telecom) can go into their annual report at any time to edit the report and make a revision to the report. Annual reports lock on December 31 of each calendar year; after that time, companies will not be able to revise the previous year's report information.

Telecom companies can edit their company profile at any time and submit a revision. The IUB will review revisions when submitted.

## **8. I am no longer providing business in Iowa; do I still need to file an annual report? \**

If your company was made inactive in the previous calendar year, your company does not need to submit an annual report/company profile for that year. If your company wishes to become active or re-register with the IUB, the company will need to submit their company record in IUB 24/7. The company record includes the annual report information that is required by the IUB.

If you would like to request a change to inactive or cancel your registration with the IUB because you are no longer providing service in Iowa and your company record has not yet been submitted in IUB 24/7, you will need to file the request in your company's M and REG dockets (M-companynumber, REG-companynumber).

If your company has been submitted in IUB 24/7, you will need to edit your company record in IUB 24/7 and select the submission type Final, which will notify the IUB of your request.

## **Registering under Iowa Code**

### **1. What are the requirements for a company to register under Iowa Code 476.95A?**

According to Iowa Code 476.95A, a provider of telecommunication service, meaning a local exchange or long-distance telephone service other than commercial mobile radio service, shall register annually with the IUB. This does not include mobile wireless companies, although mobile wireless companies may still be required to sign up their company in IUB 24/7 to keep their information up to date, receive an IUB company number, or file in EFS.

### **2. How long does it take to approve my registration?**

Once the company is submitted, IUB staff has five business days to review and approve registration requests, per Iowa Code 476.95A.

### **3. How do I deactivate or withdraw my registration with the IUB?**

If the company is either submitted or accepted into IUB 24/7, the company admin should log into IUB 24/7 and edit the company profile. They should select the submission type 'Final' or, if they are still operating in Iowa but not offering Voice services, they can deselect the 'Voice' service box under telecommunications services in the company record.

If the company is not yet submitted or accepted into IUB 24/7, the company should file the request to go inactive in its company REG docket in EFS (REG-companynumber).